

ODP 586-77
1 APR 1977

MEMORANDUM FOR: Executive Officer, DDA

FROM : Clifford D. May, Jr.
Director of Data Processing

SUBJECT : Review of Advisory Committees

REFERENCE : Memo fm DDCI dtd 15 Mar 77, same
subject (ER 77-6459, DDA 77-1456)

ODP has reviewed its use of advisory committees and found none that qualify under the definition given in the reference. CIA did use a Technical Advisory Panel of non-government consultants in late 1974, but this was an ad hoc group to advise DDI/OCI on SAFE. If such a group is ever used again, it will be another ad hoc body selected for the subject involved and then disbanded.

STATINTL

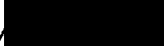

Clifford D. May, Jr.

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O/D/ODP,  :ee/3-31-77

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George,

The Technical Advisory Panel was an ad hoc group used in late '74 to advise PDI/OCT on SAFE.

It was planned but never implemented for SAFE and will be used only if necessary and will be another ad hoc body selected for the subject involved.

C'est mort!

✓

TRANSMITTAL SLIP		DATE
		26 Mar 77
TO: C/SPS		
ROOM NO.	BUILDING	
	Ames	
REMARKS:		
<p>Vaughan,</p> <p>As we discussed in the phone, your technical advisory committee for SAIC seems to be the only thing in ODP that might qualify. See what you can do with this and return to me by 30 March. Thanks</p> <p style="text-align: right;">C.D.</p>		
FROM: EO		
ROOM NO.	BUILDING	EXTENSION
2000	HQ 5	4011
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED.

(47)

Approved For Release 2001/05/23 : CIA-RDP88T00573R000600030020-4

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	D/ODP, 2D00 Hqs.		<i>[Signature]</i>		
2	<i>LC - Action Due 4/1/77</i>				
3					
4	<i>Erma - EO should have action</i>				
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p>Please submit your response to me by 1 April.</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
<div style="background-color: black; width: 150px; height: 1.2em; display: inline-block;"></div> EO/DDA, 7D24 Hqs.				3/21/77	

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ODP # 39772

Executive Registry

DD/A Registry

15 March 1977

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Legislative Counsel
General Counsel
Inspector General
Comptroller
D/DCI/NIO
AO/DCI

SUBJECT : Review of Advisory Committees

1. The President has addressed a memorandum to the Heads of Executive Departments and Agencies "ordering a Government-wide, zero base review of all advisory committees, with the presumption that committees not created expressly by statute should be abolished except those (1) for which there is a compelling need; (2) which will have truly balanced membership; and (3) which conduct their business as openly as possible consistent with the law and their mandate." The review is to include advisory committees created by statute that you do not believe meet these standards.

2. OMB instructions implementing the Presidential directive require that this review be a "comprehensive, zero-base review of each advisory committee -- regardless of the authority under which the committee was established, or when it was established or last renewed." Each addressee should review the need for, and accomplishments of, each committee with particular attention to the "balance" of membership representation. Based on this review, a determination should be made to continue, merge, terminate, or revise responsibilities of each advisory committee, whether established by the Agency, by statute, or by Presidential directive.

3. Attached is a "review coversheet" furnished by OMB to be used in reporting as follows:

- a. A review coversheet only, in triplicate, for each Agency-established committee which is proposed to be terminated.

- b. A review coversheet and brief explanatory statement, in triplicate, for each committee established by statute or Presidential directive, which is recommended for merger or termination.
 - c. A review coversheet and detailed justification, in triplicate, for each committee which is proposed to be continued.
 - d. A memorandum of transmittal for the cover sheets and accompanying statements, constituting a determination that the continuation of the committees proposed to be continued is in the public interest, signed by the Deputy Director or head of independent office concerned.
4. An advisory committee is defined by statute as "any committee, board, commission, council, conference, panel, task force, or other similar group, or any subcommittee or other subgroup thereof...which is -
- (A) established by statute or reorganization plan, or
 - (B) established or utilized by the President, or
 - (C) established or utilized by one or more agencies, in the interest of obtaining advice (sic) or recommendations for the President or one or more agencies or officers of the Federal Government, except that such term excludes (i) the Advisory Commission on Intergovernmental Relations, (ii) the Commission on Government Procurement, and (iii) any committee which is composed wholly of full-time officers or employees of the Federal Government."
5. Your report should be submitted to the Comptroller no later than 6 April 1977.

 ATINTL

E. H. Knoche
Deputy Director of Central Intelligence

Attachment: As Stated

DDA Distribution:

1 - each DDA Office Director

FEDERAL ADVISORY COMMITTEE
REVIEW COVERSHEET

1. Department or Agency:

2. Name of committee (and subcommittee, if appropriate):

3. Was this committee
established after
January 1, 1977?

☐ Yes ☐ No

4. For closed or partially closed
meetings, list for each meeting the
date and number(s) of all FOIA
exemptions used:

5. Agency recommendation for this committee:

a. ☐ Termination. If this is a committee established
by statute, attach a brief explanatory statement for the
recommendation and indicate whether legislation is required
to carry out the recommendation and whether such legislation
is contemplated or pending.

b. ☐ Continuation. Attach a justification statement
describing what this committee does, why there is a
compelling need for its continuation, and how it has a truly
balanced membership. The statement should be on numbered
bond sheets with the name of the agency and the committee on
each. The justification should include details on the
following and any other relevant factors:

(1) The number of times the committee has met in the
past year and the relevance of that number to its
continuation.

(2) The number of reports submitted by the committee
in the past year.

(3) A description of how the committee's reports,
recommendations, or advice have been used in agency policy
formulation, program planning, decision-making, achieving
economies, etc.

(4) An explanation of why the recommendations or
information cannot be obtained from other sources, elsewhere
within the agency, from other agencies or existing
committees, public hearings, consultants, etc.

(5) An explanation of any degree of duplication of
functions, purpose, etc., with other committees, or within
the agency, or with other agencies.

(6) The relationship of the cost of the committee to
the reports, recommendations, or information provided.

(7) In consideration of (a) the functions to be
performed and (b) the points of view to be represented,
specifically how the membership is balanced--the views,
areas of expertise, etc., included.